

## NATIONAL HISTORICAL PUBLICATIONS AND RECORDS COMMISSION

### SUBVENTION GRANT GUIDELINES

The National Historical Publications and Records Commission will consider applications from university and other nonprofit presses for the subvention of part of the costs of manufacturing and distributing documentary volumes that have been produced by editorial projects formally supported, formerly supported, or endorsed by the Commission. Given the increasing financial constraints under which it operates, the Commission can fund only the estimated losses a press expects to incur by publishing a particular volume. Subvention grants cannot exceed \$10,000. The estimated loss can be calculated with a simple formula provided by the Association of American University Presses: average net price *multiplied* by estimated first three years' sales, *subtracted* from the total manufacturing and non-manufacturing costs of the volume.

The Commission may provide up to \$3,000 on a 50/50 cost-sharing basis for the reprinting of NHPRC-supported or -endorsed volumes, whether in hardcover or paperback.

These grants are intended to promote the widest possible distribution and use of Commission-supported documentary editions and to encourage the highest archival permanence standards for paper, printing, and binding. The Commission encourages vigorous and innovative marketing efforts on the part of grantees to reach scholars, teachers, and all other audiences for whom these editions have research value.

#### Conditions for Support

Publishers applying to the Commission for subvention grants must do so before actual publication of the volume for which a grant is requested. A volume receiving Commission subvention support must be published within 24 months of the receipt of the manuscript by the press. All applications submitted to the Commission will be evaluated using objective criteria developed in conjunction with persons knowledgeable in the field of scholarly publishing.

The grant application should include specific information about the paper and binding to be used. All volumes for which grants are requested must be produced in accordance with archival permanence standards for paper, printing, and binding:

- Paper should meet the specifications for permanence—the "American National Standard for Permanence of Paper for Publications and Documents in Libraries and Archives," ANSI/NISO Z39.48-1992 (or latest version)—developed by the National Information Standards Organization (NISO) in cooperation with the American National Standards Institute (ANSI).

- Inks containing acid or chloride should not be used.

-Bindings should be Smythe-sewn and casebound, with acid-free endpapers, no synthetic fabrics, and no polyvinyl chloride adhesives, and should meet the appropriate specifications for binding, ANSI/NISO Z39.48-1992 (or latest version).

-The infinity symbol--**8**--as well as a statement to the effect that the volume meets the ANSI/NISO Z39.48-1992 standard (or latest version), should be printed on the publishing information page of the volume.

The Commission requires specific written acknowledgment of its support in the volume and in all information releases for the media.

The grant application should include the total anticipated costs, a breakdown of the costs to which Commission funds will be applied, and an estimate of time during which grant funds will be expended. The Commission will not provide grant support for administrative costs. The grant period should not exceed two years. Any grant funds not expended on producing or distributing the volume for which the grant was made must be refunded at the end of the grant period. Grantees may not charge expenses incurred prior to the effective date of the grant against grant funds. Nor may grantees count as cost sharing or matching any funds expended before the start of the grant period.

Both hardcover and paperback editions are eligible for support under this program. Paperback editions should observe the same archival permanence standards as hard cover, with the exception of sewn and casebound bindings.

Fifteen complimentary copies of each published volume subsidized under this program, with the exception of paperbacks and reprints, shall be provided to the Commission. *Five* of these should be sent directly to the Commission and *ten* to the editor for her or his discretionary use. In the case of paperbacks, five complimentary copies of each volume shall be sent to the Commission. In the case of reprints, two complimentary copies shall be sent to the Commission.

The Commission may revise these guidelines at its discretion, but changes will not be retroactive to publication subventions already approved.

### **Required Forms and Certifications**

The applicant should complete and submit the three-page Subvention Grant Application, which includes a budget sheet, the Application for Federal Assistance (Standard Form 424), and three certifications (Assurances . . . , Debarment . . . , and Drug-Free Workplace).

### **Reporting Requirements**

A final financial report on the expenditure of the grant funds is due three months after the end of the grant period. A sales report is required for the first year after publication showing the number of copies sold.

## **Application Deadlines**

In accordance with the policy adopted at the Commission's June 1998 meeting, presses may apply for subvention grants at either the November meeting or the spring meeting, regardless of the priority level of the project that produced the volumes. During certain years, the Commission may hold a third meeting. Applications should be submitted at least six weeks ahead of the meeting at which they are to be considered. For complete information regarding the Commission's schedule for any particular year, please contact the Commission staff.

Send the original signed copy of the application and all reports and correspondence relating to the subvention program to:

NHPRC  
National Archives and Records Administration  
700 Pennsylvania Avenue, NW, Room 111  
Washington, DC 20408-0001

(202) 501-5610 (voice)  
(202) 501-5601 (fax)  
[nhprc@nara.gov](mailto:nhprc@nara.gov)

**NATIONAL HISTORICAL PUBLICATIONS AND RECORDS COMMISSION  
SUBVENTION GRANT APPLICATION**

Volume Title \_\_\_\_\_

Name of Press \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Date \_\_\_\_\_

Amount Requested \$ \_\_\_\_\_ Grant Period \_\_\_\_\_ to \_\_\_\_\_

Type of Grant Requested: Regular Subvention \_\_\_\_\_ Reprint \_\_\_\_\_

**Volume Specifications**

1. Date Manuscript Received (ignore if reprint) \_\_\_\_\_

2. Format of Manuscript (e.g., typescript,  
encoded, partially encoded or unencoded  
disks, tapes, etc.) \_\_\_\_\_

3. Scheduled Publication Date \_\_\_\_\_

4. Word Length \_\_\_\_\_

5. Printed Pages and Trim Size \_\_\_\_\_

6. Number of Halftones \_\_\_\_\_

7. Number of Line Drawings \_\_\_\_\_

8. List Price \_\_\_\_\_

(The actual list price of the volume may not exceed by more than 25 percent the  
proposed list price as stated in the application. The Commission must be  
informed as soon as possible if this guideline cannot be met.)

9. Average Discount \_\_\_\_\_ percent

10. Average Net Price \_\_\_\_\_

11. First Printing \_\_\_\_\_ copies

- |                                 |       |        |
|---------------------------------|-------|--------|
| 12. Estimated Total Sales       | _____ | copies |
| 13. Estimated First Year Sales  | _____ | copies |
| 14. Estimated Second Year Sales | _____ | copies |
| 15. Estimated Third Year Sales  | _____ | copies |

### BUDGET SHEET

Manufacturing Costs	Total	Costs To Be Charged To Grant Funds
Composition	\$ _____	\$ _____
Design	_____	_____
Paper and Printing	_____	_____
Binding	_____	_____
Total Manufacturing Costs	\$ _____	\$ _____
<b>Nonmanufacturing Costs:</b>		
Editorial	\$ _____	\$ _____
Production	_____	_____
Marketing and Promotion	_____	_____
Order Fulfillment, including Shipping and Warehousing	_____	_____
Total Nonmanufacturing Costs	\$ _____	\$ _____
<b>Total Manufacturing and Nonmanufacturing Costs:</b>	\$ _____	\$ _____

Will a proposal for additional subvention of this volume be submitted to another private or governmental institution or agency? If yes, please indicate when, to whom and for what amount.

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### Archival Permanence Standards

Do paper, printing, and binding meet standards set by NHPRC and NISO?\_\_\_\_\_

Trade name of text paper used:\_\_\_\_\_

Specific type of binding used (should have acid-free endpapers, no synthetic fabrics, no polyvinyl chloride adhesives):

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### Public Burden Statement

The information requested on this form is being collected and used by NHPRC to determine eligibility for subvention grants. Public burden reporting for this collection of information is estimated to be 3 hours per response, including time for reviewing instructions, searching existing data sources, gathering the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden, to National Archives and Records Administration (NHP), Room 3200, 8601 Adelphi Road, College Park, MD 20740-6001. DO NOT SEND COMPLETED FORMS TO THIS ADDRESS.

Send completed forms to NHPRC, National Archives and Records Administration, 700 Pennsylvania Avenue, NW, Room 111, Washington, DC 20408-0001. You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number.